

# Part One: About Recontracting

## 1. Introduction

### 1.1. Purpose

This material provides instructions for the recontracting process for the Right of First Selection (RFS) Wisconsin Works (W-2) agencies for the 2004-2005 W-2 and Related Programs Contract.

### 1.2 W-2 Philosophy

Wisconsin's residents are its most valuable resource. Some residents are unemployed due to poor education, poor job skills, and other barriers to employment. These problems not only limit individual achievement, but they hold back the state's economic growth.

The goal of Wisconsin Works (W-2) is to provide necessary and appropriate services to prepare individuals to work, and to obtain and maintain viable, self-sustaining employment, which will promote economic growth. W-2 is one of several work-based programs designed to ensure that everyone in Wisconsin shares in our economic opportunities.

W-2 accomplishes this goal by providing needed services in a comprehensive fashion, including such services as job readiness motivation, job retention and advancement skill training as well as childcare. W-2 employment and training services are available to any eligible Wisconsin resident unable to sustain employment or advance in the job market. W-2 services are not limited to recipients of cash assistance.

W-2 policies are guided by the consistent application of the following philosophical principles:

1. Substantially all citizens want to be able to support their families, want to be economically self sufficient, and want to be employable members of the workforce.
2. W-2 shall be participant friendly. Each W-2 agency shall explain the full spectrum of employment, education, and training and supportive services available to assist individuals and families to transition into the workforce. When individuals and families are given adequate information about employment services, they will make an informed choice about whether or not to pursue those services.
3. Individuals determined to be eligible for participation in W-2 are obliged to cooperate with their employability plans or face sanctions. W-2 agencies rendering the services are obliged to properly and carefully assess each individual's specific needs in order to promote success in transitioning into the workforce.
4. Families are the foundation of society and are the vehicle through which children are nurtured and protected. W-2 programs and policies designed to assist participants in family formation will be evaluated in light of how well they strengthen and promote healthy, nurturing, and economically secure families where both parents are responsible.

5. W-2 agencies will assist families with multiple barriers to employment, ensure that all participants have equal access to the full spectrum of resources, and avoid arbitrary and inappropriate sanctions.
6. All programs and services shall be rendered in a fair and just manner, including adverse actions such as denials and sanctions, and participants will be informed of their appeal rights.
7. Individuals are part of various communities of people and places. W-2 operates in ways that enhance the way communities support individual efforts to achieve self-sufficiency.
8. W-2 goals are best achieved by working with providers, who are committed to customer friendly service, who partner with employers and other service providers, who are innovative, and who strive to continuously improve the provision of service.

The Department holds these philosophical principles as guidelines as it administers the W-2 Program and Related Programs. In addition, the Department requires that its W-2 agency providers be leaders in assuring effective planning and coordination with other work, training, income maintenance and related service providers on behalf of W-2 participants.

### **1.3 Department's Policies and Procedures**

The draft contract for the 2004-2005 period is attached (Part 3 Attachments). The provisions of this contract will be finalized by the Department prior to issuance for signature.

The Department's policies and procedures for W-2 and Related Programs can be found at <http://www.dwd.state.wi.us/dws/pdf/dwsppcg.pdf>.

The Department of Health and Family Services (DHFS) now administers Medicaid and the Food Stamp Program. Please refer to DHFS for information relating to those policies. In accordance with Wisconsin's combined application processing system for W-2, Food Stamps, Medicaid and Child Care, the W-2 agency must provide the opportunity to initiate the application process for Medicaid and Food Stamps in order to establish an application filing date.

Any changes to these instructions, such as items that are pending in the Biennial Budget Act will be issued on the Right of First Selection website:

[www.dwd.state.wi.us/dws/w2/rfs](http://www.dwd.state.wi.us/dws/w2/rfs)

## **2. Responding to Recontracting Instructions**

The following information is provided to assist RFS agencies in preparing a W-2 Plan.

### **2.1 Funding Availability**

The Allocation Stipulations for the 2004-2005 W-2 and Related Programs contract are contained in Appendix A of these instructions.

### **2.2 Performance Standards**

W-2 agencies are required to meet the Department's established performance standards for the 2004-2005 Contract Period. The Performance Standards for this Contract are found in Appendix B of these instructions.

## **2.3 W-2 Geographic Areas**

Except for federally recognized American Indian reservations and in counties with a population of 500,000 or more, no W-2 geographical area may be smaller than one county. A geographical area may include more than one county.

No changes in Wisconsin's W-2 geographic areas have been made. They continue to be the Regions 1-6 in Milwaukee County, the tribal areas and the remaining counties. A map of the Milwaukee Regions is provided in Appendix C of these instructions.

## **2.4 W-2 Geographic Areas Open for Competition**

The RFP covers all geographic areas, which are available for proposer agencies to submit competitive proposals. See Appendix D of these instructions for the geographic areas that are open for competition.

Information will be provided during the procurement process to identify additional (if any) W-2 geographic areas available for competition under the RFP process.

## **2.5 Right of First Selection**

Existing W-2 agencies earned the Right of First Selection for the 2004-2005 W-2 Contract by meeting the 2002-2003 W-2 Contract required Performance Standards. An agency that earned Right of First Selection does not have to compete for the geographic area(s) in which it earned the Right of First Selection. Appendix D of these instructions identifies the geographic areas where agencies earned the Right of First Selection.

To be awarded a 2004-2005 W-2 Contract, Right of First Selection agencies must respond to these recontracting instructions with a Right of First Selection W-2 and Related Programs Plan (W-2 Plan) determined to be acceptable by the Department.

Agencies administering W-2 and Related Programs for 2004-2005 have the opportunity of earning Right of First Selection for the contract period beginning January 1, 2006 by achieving the Right of First Selection Performance Standards referenced in 2.2 above.

## **2.6 Right of First Selection Agencies Letter of Intent to Contract or Relinquish Right of First Selection**

Agencies that earned Right of First Selection must submit to the Department a Letter of Intent to recontract or to relinquish their Right of First Selection by the date in the Anticipated Timetable (see Part 1, Section 3).

A written Letter of Intent must be provided on the official letterhead of the W-2 agency. The written request must be signed by the W-2 agency's authorized representative and sent to Mary Tremain (see contact information in Part One, Section 4.6).

In the event that one or more agencies relinquish their Right of First Selection, Appendix D of these instructions will be updated to add areas open to competition.

## **2.7 Who May Apply**

### **2.7.1 Legal Eligible Entities**

Entities eligible to submit a W-2 Plan under these instructions include, but are not limited to:

- Government agencies;
- Private, for profit entities;

- Private, not-for-profit entities;
- Tribal governing bodies; and
- Consortiums with one of the above as the lead agency.

Workforce Development Boards must subcontract services to local providers and may not deliver direct services to participants for W-2 and Related Programs.

With the exception of government agencies and tribal governing bodies, proposer agencies selected to be a W-2 agency must be duly incorporated and registered under Wisconsin Statutes. If a W-2 agency which is not a government agency or tribal governing body is not incorporated at the time its W-2 Plan is submitted, the agency must become incorporated and registered under Wisconsin Statutes within sixty (60) calendar days of issuance of the 2004-2005 W-2 and Related Programs Contract.

### **2.7.2 Consortiums**

A W-2 consortium is a combination of W-2 geographic areas in the same Workforce Development Area (WDA) for the W-2 and Related Programs.

Consortium arrangements are encouraged. Benefits of operating W-2 and Related Programs as a consortium may include economies of scale and enhanced ability to respond to changes in caseloads. Consortiums also have flexibility among and between individual geographic area allocations and a combined base for determination of performance.

Additional resources may be available for one-time costs to support the development of consortium infrastructure during the first year of a consortium not to extend beyond the contract period. The Department will determine if there is need for infrastructure funding based on documentation provided by the proposed consortium.

A consortium may be proposed by a single entity (such as a private agency or a governmental agency) or by two or more agencies combining their efforts. If several agencies combine efforts as partners, one must be designated as the lead agency. There will be only one point of contact and accountability for a consortium. The combined geographic areas will be treated as a single organizational unit. Wisconsin federally recognized American Indian tribes might also create or participate in a consortium.

Consortiums may be developed under the following timeframes and circumstances:

1. Prior to the selection of the 2004-2005 W-2 agencies:
  - a. A group of W-2 agencies, all of which earned the Right of First Selection and which are all in the same Workforce Development Area, may form a consortium. Such a consortium will follow the Right of First Selection re-contracting instructions.
  - or
  - b. A group of geographic areas that are open for competition, or a geographic area for which the W-2 agency is relinquishing its Right of First Selection and which are all in the same Workforce Development

Area may form a consortium. This proposal must conform to the requirements specified in these instructions.

2. Subsequent to the selection of 2004-2005 W-2 Agencies:

- a. A group of W-2 agencies, all in the same Workforce Development Area, mutually and voluntarily agree to form a consortium.

or

- b. A W-2 agency mutually and voluntarily agrees to attach to an existing W-2 consortium in the same Workforce Development Area.

Proposals to form consortiums must be submitted to the Department for approval.

A copy of the Workforce Development Board Areas is provided in Appendix E of these instructions.

## **2.8 Integration of Services**

The Job Center system is the primary vehicle for delivery of employment and training programs, including W-2 and Related Programs. W-2 and Related Programs must be fully integrated into a Job Center system and include complete co-location of W-2 services and staff where the Job Center exists in the W-2 geographic area. In addition, the W-2 agency has the option of also maintaining a network of affiliated sites for better geographic coverage.

The Department requires a W-2 agency to integrate services in the Job Center(s) (see Part 2, Section 1.7) with the following:

- Programs administered by County Social/Human Services, including Food Stamps and Medicaid and Child Care administration; and
- The Workforce Investment Act Programs, including youth, adult and dislocated work programs administered by providers under the Workforce Development Boards; adult basic education administered by the Technical Colleges and vocational rehabilitation administered by the Department's Division of Vocational Rehabilitation.

## **2.9 Program Plan Review by Workforce Development Boards**

Right of First Selection Agencies and agencies selected in the competitive process to administer contracts for W-2 and Related Programs effective January 1, 2004-December 31, 2005, must provide an opportunity for the area Workforce Development Board to review and comment on their W-2 and Related Programs Plan. Evidence of the opportunity provided along with comments received must be forwarded to the Department Contract Manager within sixty (60) days of issuance of the 2004-2005 W-2 and Related Programs Contract. The Department may use the comments to plan for and/or to facilitate coordination statewide.

## **3. Anticipated Timetable**

Listed below are specific and estimated dates and times of actions related to the RFP and RFS Recontracting. The actions with specific dates must be completed as indicated unless otherwise changed by the State. In the event that the State finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing an addendum to the RFP and additional recontracting information. There may or may not be an addendum or notice issued for changes in the estimated dates and times.

<b><u>Item/Activity</u></b>	<b><u>Date</u></b>
a) RFP Issued .....	May 16, 2003
b) Recontracting Instructions Issued to Right of First Selection Agencies with a requirement for a Letter of Intent to Recontract or to Relinquish Right of First Selection due by August 8, 2003	May 23, 2003
c) Web Available .....	May 16, 2003- December 31, 2004
d) Written Questions from Proposer Agencies Due .....	May 27, 2003
e) Proposer Agency Conference and Right of First Selection Recontracting Meeting .....	May 28, 2003 (10:00 a.m., Central Time)
f) Request to Remain on Mailing List Due .....	May 30, 2003 (4:00 p.m., Central Time)
g) W-2 and Related Programs Plan Proposals on Capacity ..... and Program Due	June 27, 2003 (4:00 p.m., Central Time)
h) Notice of Intent to Award Contracts and Announcement of Additional Competitive W-2 Geographic Areas.....	August 4, 2003*
i) Right of First Selection Agencies Letter of Intent to Recontract or to Relinquish Right of First Selection Due .....	August 8, 2003
j) Right of First Selection Agency W-2 and Related Programs Plans on Capacity and Program Due .....	August 15, 2003
k) Contracts Issued by DWS .....	September 26, 2003*
l) Pre-Contract Phone Conference .....	October 10, 2003 (10:00 a.m., Central Time)
m) Signed Contracts Due to DWS by W-2 Agencies .....	October 31, 2003*
n) Transition Activities (as needed) .....	November 1, 2003- December 31, 2003
o) Prepayment Checks Mailed .....	December 30, 2003*
p) Contract Effective Date .....	January 1, 2004

\* Estimated

## **4. Resources**

### **4.1 Reference Materials**

The Department has established an electronic web site containing reference materials for W-2 and Related Programs. The web site address is:  
<http://www.dwd.state.wi.us/dws/w2/rfp/default.htm>. Materials, documentation,

and other written information will be available for review in accessible formats to qualified individuals with disabilities, within five (5) days of a request. Submit a request to Mary Tremain (see Part One, Section 4.6). The State reserves the right to add additional materials to this web site at any time until five (5) business days prior to the competitive proposal due date.

*Accuracy* - While a reasonable attempt was made to gather the most accurate information available for this web site at the time this document was released, the Department disclaims responsibility for the accuracy or completeness of the materials, information, documentation, and data on this web site, including materials subsequently added. If any materials, documentation, information, or data are discovered to be inaccurate and/or incomplete, such inaccuracy or incompleteness shall not constitute a basis for challenging the contract award, contract rejection or payment amount or rate after contract award. All statistical information contained on this web site represents the best information available to the State at the time of RFP preparation.

Requirements specified in these instructions shall take precedence over any documentation on this web site if a conflict exists.

#### **4.2 Proposer Agency Conference and Right of First Selection Recontracting Meeting**

A proposer agency conference and Right of First Selection recontracting meeting will be held on May 28, 2003, from 10:00 a.m. to 3:30 p.m. at the Marriott Madison West, 1313 John Q. Hammons Drive, Middleton, Wisconsin to respond to written and verbal questions and to provide any needed additional instruction to proposer agencies on the submission of proposals.

The Department recommends that all proposer agencies who intend to respond to the RFP should attend the entire proposer agency conference. Agencies with Right of First Selection are encouraged to attend as well for responses to recontracting questions.

#### **4.3 Recontracting**

Each RFS W-2 agency must provide a complete W-2 Plan for the 2004-2005 W-2 Contract that addresses all of the Capacity and Program Plan Response Items, unless specifically instructed otherwise in the Plan instructions.

#### **4.4 Submission Requirements for RFS W-2 Plan**

A W-2 agency exercising its RFS shall submit one original (clearly marked as the original) and five (5) copies of the W-2 agency's RFS W-2 Plan no later than 4:30 p.m. (Central Daylight Savings Time) August 15, 2003, to the Department of Workforce Development, DWS, 201 East Washington Avenue, Room A211, Madison, Wisconsin 53707-7935, attention of Mary Tremain. W-2 agencies mailing their plans or using commercial delivery service must allow sufficient time for delivery of their plans by the time specified. The RFS W-2 Plan must be received by Mary Tremain 4:30 p.m. August 15, 2003. There will be no extensions on the due date.

The W-2 agency's W-2 Plans may be submitted in the binding of the W-2 agency's choice however the W-2 agency must assure that the contents are securely contained, as shipping and handling by reviewers may cause certain types of binding to loosen. If any pages fall out of the binding during shipping and handling, DWS is not responsible for reviewing the loose pages.

The W-2 agency's name must appear on each page of the W-2 Plan. The W-2 Plan must be organized in the manner of the W-2 and Related Programs Plan (Capacity Plan and Program Plan) Response Items.

Failure to comply with any of the submission requirements may result in the RFS W-2 Plan being rejected and the geographic area being announced as open for competition.

#### **4.5 Review of RFS W-2 Plans**

The Department of Workforce Development will review the W-2 agency's W-2 Plan to ensure that the Department's requirements are met. The Department will issue a 2004-2005 W-2 and Related Programs Contract RFS W-2 agencies with acceptable W-2 Plans.

#### **4.6 Contact for Questions**

Mary Tremain, Department of Workforce Development, telephone number (608) 266-1544, TDD (608) 267-0927, Fax (608) 267-3240, E-mail address [mary.tremain@dwd.state.wi.us](mailto:mary.tremain@dwd.state.wi.us)